



Career Opportunity



About DRS

The [Department of Retirement Systems](#) is an umbrella organization responsible for administering seven public retirement systems and the Deferred Compensation Program for public employees in the state. DRS services directly affect over 400,000 members and participants, 142,000 retirees, and over 1,270 employers.

We employ more than 250 staff in areas such as: retirement services, information services, accounting and fiscal, and office/clerical support. We also employ management and supervisory professionals.

Our environment is dynamic, customer-focused and technologically savvy. We support a range of training and development opportunities, particularly those that prepare employees for career advancement and contribute to the quality of working life.

POSITION: Information Technology Specialist 5
LOCATION: Tumwater, Washington
OPENS: December 19, 2006
CLOSES: December 29, 2006
RECRUITMENT: DRS Info Tech Spec5 NB00000674

***Your prompt response is encouraged as initial review of application materials will begin December 29, 2006.**

Please note: Due to the level of security held by this position, a criminal background check will be conducted on the preferred candidate prior to appointment.

This is a permanent professional position that serves at the senior technical specialist level for analyzing, designing and programming financial systems, and is independently responsible for the Actuarial Reporting System. These systems have high risk financial and legal implications and impact. This position uses broad technical knowledge and advanced technical skills in COBOL, CICS COBOL, DYL280, ADABAS/NATURAL and IBM MVS JCL programming for the support of these systems. The successful incumbent will serve as a technical mentor and coach to other team members.

A complete job description is available upon request.

Qualifications

The preferred candidate will possess:

- A minimum of 5 years of experience developing and maintaining applications with COBOL, NATURAL, and IBM MVS JCL;
- Experience working with DYL280 programming language; and
- Proficiency in the following competencies gained through post-secondary education and/or work experience.

Analysis: Use data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, resolve the problem or issue and make decisions.

Customer Service: Build and maintain internal and external customer satisfaction with the products and services offered by the organization. Consistently help both internal and external customers achieve desired outcomes. Know customers and their

Why work at DRS?

DRS is centrally located in Tumwater, part of the Olympia/Tumwater/Lacey tri-city area on the southernmost tip of Puget Sound. It is a community rich in history, culture and natural beauty, blending a thriving city that is home to the state capitol with a friendly, small town atmosphere.

At DRS, we offer:

- A diverse, professional working environment;
- Opportunities for training, growth and advancement;
- Tuition reimbursement;
- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System; and
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

expectations; anticipate, assess and respond timely to changing customer needs. Consistently go beyond basic service expectations to help customers.

Consulting: Employ expertise, credibility, and effective partnering to help customers and/or peers identify, evaluate, and resolve complex or sensitive issues, problems, and service needs. Display willingness and initiative to partner with the customer in order to achieve desired outcomes. Develop a clear picture of needs and best options from the customer's perspective. Identify resources and potential solutions that are practical and effective. Understand where, when, and how to implement those options.

Coordinating and Organizing: Effectively coordinate activities, services, and schedules to ensure smooth and efficient operation of work. Assess needs, identify objectives, and collect and record relevant information for scheduling. Prioritize actions that must occur, and establish communication with affected parties. Keep interest/affected parties informed of changes or new developments and ensures that they receive clear communications. Accept responsibility for all aspects of the coordination process, retaining full knowledge of what is being accomplished by those to whom the tasks are delegated.

Problem Solving: Use intelligence, common sense, hard work and tenacity to solve particularly difficult or complicated challenges. Test proposed solutions against the reality of likely effects before going forward; look beyond the obvious and do not stop at the first answers. Break down problems into component parts in order to solve them more readily. Use the good ideas of others to help develop solutions. Continue to strive toward a solution even though the path is difficult or unclear. Think "outside the box" in considering new options; open to new ideas and credibility as a problem-solver.

Communication: Clearly and effectively communicate with individuals and groups within and outside the organization. Responsive to the various style and needs of the individuals and groups with whom he/she is communicating. Present ideas effectively in formal and informal situations. Effectively clarify message when asked to do so. Keep supervisor and co-workers informed of need-to-know items; share complete and accurate information with others. Communicate intentions and rationale. Listen well to others and accurately conveys their ideas to others.

Workload Management: Effectively organize multiple assignments, sometimes of a complex nature or involving competing priorities, to produce work products that are accurate, thorough, and on time. Organize and prioritize work, devoting adequate time and attention to individual tasks. Remain focused on tasks, working efficiently and handling interruptions appropriately. Transition easily between tasks, responding quickly and efficiently to work requests. Successfully return to incomplete tasks and continue work with minimal need to become reoriented to the task. Regularly evaluate progress on tasks and adjust organization, priority, time, method, etc. accordingly. Remain acutely aware of timeframes and successfully meet deadlines. If deadlines are in jeopardy, appropriately seek assistance or guidance from the supervisor, or manager. Effectively handle

competing priorities and urgent situations, making sound decisions within short timeframes, and taking appropriate action.

COMPENSATION:

Salary is \$4,315 - \$5,522 per month, depending on qualifications. The State of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; 11 paid holidays per year; a state retirement plan; and optional credit unions, savings bonds, and a Deferred Compensation Program.

How to Apply

Interested applicants who possess the competencies and qualifications identified in this announcement are invited to apply for consideration by applying at www.careers.wa.gov. A letter of interest detailing how you meet the competencies listed in this announcement and three professional references must be included with your information for consideration. This recruitment can be found by searching for *674*

All application materials will be screened to determine who will participate in the assessment and interview processes.

The Washington State Department of Retirement Systems is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternate format, may call the Human Resources Office at (360) 664-7020 or TTY (360) 586-5460.